

## **Job Title Environmental Intern**

**Location:** Town of Abingdon, VA, 133 W. Main Street, Abingdon, VA 24210.

**Tenure:** Part-time position - Internship for at least one (1) academic quarter.

**Key Purpose:** You will provide administrative clerical support to the Abingdon's Director of Grants & Economic Development and the Town's Go Green committee via the collection and data entry of the Town's detail carbon footprint data which will be used to support Abingdon's climate mitigation efforts.

**Key Tasks:** Carry out detail carbon footprint data collection, collation, analysis and reporting via the Town's carbon emissions MS Excel-based database(s).

**Profile:** The successful candidate will have a working knowledge of major environmental issues. You will also have excellent communication & time management skills and Microsoft Office software user experience. You will have the initiative to occasionally work alone, but will also be a natural team player and thrive on working to multiple, reasonable deadlines. You will project a professional, business-like image.

**Experience:** Recent environmental science / climate mitigation work experience is helpful, as is recent customer facing experience – e.g. retail sector, telesales / telemarketing.

### **Skills / Knowledge**

- Excellent environmental science knowledge.
- Excellent communication skills.
- A natural team player.
- Excellent time management skills.
- Good basic knowledge and experience using MS Office software, especially Excel, Word & PowerPoint.
- Valid driver's license and use of an automobile.

**Salary:** No salary, college credit only.

**Note:** References and background check required.